

# Retention and Classification Report

**Agency:** Juvenile Court (Fourth District) (547)  
755 West Center Street  
Spanish Fork, UT 84660  
801-373-6579

## **Records Officer**

17501	Case files
09590	Juvenile social files
09589	Utah County case files

**AGENCY:** Juvenile Court (Fourth District)

**SERIES:** 17501

3

**TITLE:** Case files

**DATES:** 1929-1957

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

Microfilm master: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

Microfilm duplicate: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

**AGENCY:** Juvenile Court (Fourth District)

**SERIES:** 9590

3

**TITLE:** Juvenile social files

**DATES:** 1970-

**ARRANGEMENT:** Chronological by birth date , thereunder alphabetical by surname

**DESCRIPTION:**

These case files document juveniles handled by the juvenile court in Juab County. They contain documents and other information with restricted access and classified confidential. The files are red stamped with "Confidential." They include psychological, psychiatric, and other medical records, and treatment and service plans.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center until the juvenile reaches the age of 28 and then destroy.

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03 (9) , CJA

**AGENCY:** Juvenile Court (Fourth District)

**SERIES:** 9589

3

**TITLE:** Utah County case files

**DATES:** 1969-

**ARRANGEMENT:** Chronological, thereunder alphabetical by surname

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the subject of record turns 21 years old and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03 (9) , CJA